



M O N T A N A

**Department of
Natural Resources and Conservation**

Conservation and Resource Development Division
RENEWABLE RESOURCE GRANT AND LOAN PROGRAM

PROJECT PLANNING GRANT APPLICATION

(Revised 2-05)

GENERAL INFORMATION

A. PROGRAM CRITERIA

Funding for project planning grants was authorized by the 1999 Montana Legislature to facilitate the development of renewable resource projects. It is the intent of this program to financially assist public entities in the planning and development of near-term projects that qualify for funding through the Renewable Resource Grant and Loan Program. The Renewable Resource Grant and Loan Program provides funding for projects that measurably conserve, develop, manage or protect Montana's renewable resources.

B. APPLICATION PROCEDURES

Applications should be submitted to:

Montana Department of Natural Resources and Conservation
Resource Development Bureau
1625 11th Avenue
Helena, Montana 59620

Phone: (406) 444-6668
Fax: (406) 444-6721

This application form is available electronically on the DNRC website at www.dnrc.state.mt.us.cardd/loangrnt.htm, or it may be obtained by contacting the DNRC at the above address.

The application process is "open-cycle". There is no application deadline, and applications are accepted on a first come-first serve basis. DNRC will receive \$300,000 this biennium to fund these grants, beginning July 1, 2005. The applications will not be ranked against each other. Applicants will be awarded grants for qualified applications based upon the date the applications are received.

As explained in A. Program Criteria above, the intent of this program is to fund planning

efforts for renewable resource projects. For application purposes, renewable resource projects have been divided into the following two categories:

- (a) **Non-Public Facility Renewable Resource Projects.** These projects include the broad spectrum of projects, other than public facility projects, that are eligible for funding by the Renewable Resource Grant and Loan Program. Examples include dam rehabilitation projects, irrigation infrastructure projects, water and other resource development projects, resource management projects, and many others. Applicants planning a project in this category should complete only the portion of this application entitled APPLICATION FOR NON-PUBLIC FACILITY RENEWABLE RESOURCE PROJECTS beginning on Page 8 of this application form.
- (b) **Public Facility Projects.** Public facility projects include drinking water, wastewater, solid waste, or other projects normally addressed in the Uniform Application Supplement for Montana Public Facility Projects. Applicants planning a project in this category should complete only the portion of this application entitled APPLICATION FOR PUBLIC FACILITY PROJECTS beginning on Page 4 of this application form.

*****NOTE:** *Applications for Public Facility Projects will be accepted only after TSEP's planning grant money for this biennium is expended.*

C. FUNDING LIMITS AND MATCH REQUIREMENTS

For applicants that have revenue generating potential such as water, sewer or irrigation districts, it is required that the applicant provide a minimum of 50% of the cost of the project planning study. This match may come from cash reserves or it may be borrowed. It cannot include other grants, and it cannot consist of in-kind contributions such as administration.

The remaining 50% of the planning study may be funded with proceeds from this grant or from a combination of this grant and other grants. The maximum grant amount available through this program is \$10,000.

Governmental entities that do not have revenue generating potential are also subject to the 50% match requirement; however, other grants may be used as match for non-revenue producing applicants.

Low interest loans for public facility planning projects are available through the Montana Board of Investments INTERCAP Loan Program. These loans are an excellent source of match funding. For additional information on this program, contact the Montana Board of Investments at (406) 444-0001.

D. CONTRACTING REQUIREMENTS

Upon the award of a grant, the applicant will be required to enter into a grant agreement with the DNRC. Unless specifically authorized, grant funding will not be approved for costs incurred prior to the execution of the agreement. The agreement will not be effective until signed and dated by representatives of the DNRC and the applicant.

The DNRC will work with the applicant in establishing a reasonable contract termination date based on project specifics.

Grant proceed disbursement terms will be 50% payment upon submittal of an acceptable draft of the Technical Narrative/Environmental Evaluation or Preliminary Engineering Report; the remaining 50% will be paid following the submittal and review of the final document addressing comments made on the draft. Approved consultant's invoices must be submitted as backup for each disbursement request.

APPLICATION FOR NON-PUBLIC FACILITY RENEWABLE RESOURCE PROJECTS

STEP 1: APPLICATION SUMMARY

1. Name of Applicant:
2. Type of Governmental Entity:
(Incorporated Municipality, Water/Sewer District, Solid Waste District, Etc.)
3. Federal Tax Identification Number:
4. Contact Information

Name:

Title:

Street Address:

P.O. Box Number:

City/State/Zip:
5. Telephone/Fax Numbers: _____
6. Proposed Project Type:

(Drinking Water, Wastewater, Solid Waste, Etc.)
7. Location (section, township and range or latitude/longitude):

STEP 2: PLANNING STUDY FINANCIAL INFORMATION

<u>Budget Item</u>	<u>DNRC Grant</u>	<u>Applicant</u>	<u>Other (List)</u>	<u>Total</u>
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1. Consultant Fees

COLUMN TOTALS

STEP 3: PROPOSED PLANNING STUDY START/COMPLETION DATES:

Start: _____ Completion: _____

STEP 4: AUTHORIZING STATEMENT

An authorized agent representing the applicant, usually the chief elected official, must, by his or her signature, verify that this application is authorized as presented.

I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge.

I further declare that, on behalf of _____ (Applicant), I am legally authorized to enter into a Grant Agreement with the Montana Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all grant funding must be authorized by the Montana Department of Natural Resources and Conservation.

Signature: _____

Date: _____

Title: _____

NON-PUBLIC FACILITY RENEWABLE RESOURCE PROJECT APPLICATIONS
APPLICATION REQUIREMENTS AND INFORMATION

A. Application Requirements

1. Project Narrative

(a) Describe the proposed project. Include a description of the project location, the history and purpose of the project, any compliance issues that may be related to the project, and alternatives that are being considered at the time of this application.

(b) Verify that the product of this study will be a Technical Narrative and Environmental Evaluation meeting the outlined requirements of the most current Application Instructions and Forms for Governmental Entities for the Renewable Resource Grant and Loan Program.

2. Scope of Work

This grant can only be used to pay for approved consultant fees necessary to produce a report meeting the requirements of Step 3: Technical Presentation and Step 4: Environmental Evaluation contained in the Application Instructions and Forms for Governmental Entities for the Renewable Resource Grant and Loan Program.

The grant may not be used to compensate the applicant for program costs or to compensate another governmental agency for costs associated with the study.

3. Schedule

Provide a schedule of planning activities from the date of grant award through completion. This schedule should include the major milestones associated with the study including field activities, public comment periods, draft report preparation and review, and final report preparation and submittal.

4. Other Required Information

Number of Farms or Ranches in the Planning Area: _____

Number of Acres in the Planning Area: _____

Annual assessment per acre: \$

Cost per additional unit or acre-foot: \$

Average Annual Irrigation Cost Per Irrigated Acre: \$

APPLICATION FOR PUBLIC FACILITY PROJECTS

STEP 1: APPLICATION SUMMARY

1. Name of Applicant:
2. Type of Governmental Entity:
(Incorporated Municipality, Water/Sewer District, Solid Waste District, Etc.)
3. Federal Tax Identification Number:
4. Contact Information

Name:

Title:

Street Address:

P.O. Box Number:

City/State/Zip:

Telephone/Fax Numbers:
5. Proposed Project Type:

(Drinking Water, Wastewater, Solid Waste, Etc.)
6. Location (section, township and range or latitude/longitude):

STEP 2: PLANNING STUDY FINANCIAL INFORMATION

<u>Budget Item</u>	<u>DNRC Grant</u>	<u>Applicant</u>	<u>Other (List)</u>	<u>Total</u>
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Engineering Fees

COLUMN TOTALS

STEP 3: PROPOSED PLANNING STUDY START/COMPLETION DATES:

Start:_____ Completion:_____

STEP 4: AUTHORIZING STATEMENT

An authorized agent representing the applicant, usually the chief elected official, must, by his or her signature, verify that this application is authorized as presented.

I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge.

I further declare that, on behalf of _____ (Applicant), I am legally authorized to enter into a Grant Agreement with the Montana Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all grant funding must be authorized by the Montana Department of Natural Resources and Conservation.

Signature: _____

Date: _____

Title: _____

PUBLIC FACILITY PROJECT APPLICATIONS

APPLICATION REQUIREMENTS AND INFORMATION

A. Application Requirements

1. Project Narrative

- (a) Describe the proposed project. Include a description of the project location, the system's history and its deficiencies, any compliance issues that may be related to the project, and alternatives that are being considered at the time of this application.
- (b) Verify that the product of this study will be a Preliminary Engineering Report (PER) meeting the requirements of the Uniform Preliminary Engineering Report for Montana Public Facility Projects as outlined in the most current edition of the Uniform Application Supplement for Montana Public Facility Projects.

2. Scope of Work

For public facility project planning grants, it will be required that the grantee procure the services of a registered professional engineer or engineering firm familiar with the Uniform Application Supplement for Montana Public Facility Projects. This application is universally accepted not only by DNRC, but also by the Department of Commerce and its funding programs, the Montana Board of Investments and its INTERCAP Loan Program, the Montana Department of Environmental Quality and its State Revolving Fund Loan Programs, and the USDA Rural Development Program. The Uniform Application is available from the DNRC at the address given previously in this application or from any of the funding agencies listed above. It is also available on the DNRC website at www.dnrc.state.mt.us/cardd/uniform.html.

This grant can only be used to pay for approved engineering costs necessary to produce a report meeting the requirements of the Uniform Preliminary Engineering Report. Unless specifically approved by the DNRC, grant funding will not compensate the applicant for the cost of pilot testing, the drilling of monitoring wells, or other items that are not specifically required as part of the Uniform Preliminary Engineering Report.

3. Schedule

Provide a schedule of planning activities from the date of grant award through completion. This schedule should include the major milestones associated with the study including field activities, public comment periods, draft report preparation and review, and final report preparation and submittal.

4. Other Required Information

Population of Planning Area:

Median Household Income of Planning Area:

\$

Current Average Monthly Residential Water Rate:

\$

Number of Residential Water System Hookups:

Current Average Monthly Residential Sewer Rate:

\$

Number of Residential Sewer System Hookups:
